

Employee Master Record (Timekeepers)

The Employee Master Record is easy to read and maintain.

Data in blue italic type comes directly from CAMS

Identify NRCS fund data for NFC

Set option whether to require supervisor's approval before timesheet can be transmitted.

Change an employee's timekeeper or identify a group

New employee start date or final T&A data

Change an employee's duty station office

Personnel Office Identifier

Number	5262
Name	Auburn, AL

Pay Information

In Pay Status	Yes
Pay Type	GS

Appt. Information

Appt. Type	Perm
Day Appt.	No
Schedule	Full Time
Hours	80.00

Default HRCS Fund Information

Appropriation	01T - Conserv Tech Asst (CTA) Direct
State Charged	01 - Alabama
Reporting Category	00 - Not Applicable
Job Code	

ACRES Reporting

Duty Station OIPID	100179: State Office	Change
Site Name	Alabama NRCS State Office-Auburn	
County	Lee, AL	

Processing Options

Supervisor certification required before transmission	<input type="checkbox"/>
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Review and/or adjust available leave balances

Select annual and sick leave categories

Select advanced leave approvals and eligible leave recipient options

Review other leave balances and extra hours recorded to date

Document any and all changes you make to the Employee Master Record, including the reasons for the changes

Leave Summary as of the Beginning of the Pay Period

Current Leave Available	Beginning Bal	PTCO	PP Adjust	Category	Ceiling	Approved/Eligible
Annual Leave	262.00			8	240.0	<input type="checkbox"/> Adv Leave
Sick Leave	1243.50			4		<input type="checkbox"/> Adv Leave
Credit Leave	19.25				24.00	
Comp Time						
Donated AL (Rec'd)						<input type="checkbox"/> Leave Rcpt
Home Leave						
Leave as an Award						
Military/Regular Hours Available						<input type="checkbox"/> Use ML
Restored Annual						

Document all Master Record changes

Other Leave Recorded to Date

Annual Leave Donated (to Others)	
Family Care Sick Leave	10.00
Family Medical Leave Acct.(FMLA)	
Approved Start Date (mm/dd/yyyy)	
LWOP	
Military/Regular Hours Used	
Military/Emergency Hours Used	
AWOL	
Suspension	

Extra Hours Recorded for FY

Comp Worked to Date	
Overtime Worked to Date	



Employee Master Record (Timekeepers) continued

Helpful Hints:

1. The data in the following fields comes directly from CAMS. Contact your HR specialist if changes are needed.

Employee Name	Effective Start Date (if new)	In Pay Status	Schedule
CAMS ID	Personnel Office Identifier	Pay Type	Hours
Supervisor	Final T&A	Appt. Type	Duty Station OIP
New Employee	Effective End Date (if final)	Day Appt.	
2. You can make temporary overrides of CAMS data to:
 - Identify a Final T&A and Effective End Date
 - Change pay status (for intermittent employees)
 - Change OIP ID (for temporary duty station assignments)
3. If you need to change any of the available leave balances, enter the difference in the PP **Adjust** field for the applicable leave type. For example, to add 12 hours to the **Donated AL (Rec'd)** balance, enter **12.0** in the PP **Adjust** field. To subtract 2.25 hours from the Sick Leave balance, enter **-2.25** in the the PP **Adjust** field (make sure to enter the leading minus sign).
4. A **Group** name is optional and is a way for you to group employees together under a similar label. This is useful if you are the timekeeper for a large number of employees at different locations.